



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

P.O. Box 45010, Olympia, Washington 98504-5010

October 14, 2005

Ms. Kathleen Drew  
Office of Financial Management  
Governor's Executive Policy Office  
P.O. Box 43113  
Olympia, Washington 98504-3113

Dear Ms. Drew:

We are pleased to submit the Department of Social and Health Services' (DSHS) 2005 Annual Progress Report in response to the Executive Order 02-03, Sustainable Practices by State Agencies. Our report includes an assessment of the progress DSHS is making in implementing the DSHS Sustainability Plan.

The department is committed to promoting and supporting the adoption of sustainable business practices both within the department and with our business partners, where possible. We are dedicated to improving the quality of life and promoting healthy environments for the communities in which we work and live.

In our Annual Progress Report, we present our goals, performance measures, progress, successes, barriers and challenges. In addition, we have included an update to our existing objectives to address requirements of Executive Order 05-01 and recent legislation.

If you have any questions regarding the department's Annual Progress Report, please contact Nancy Deakins at (360) 902-8161.

Sincerely,

Robin Arnold-Williams  
Secretary

Enclosure



**Department of Social and Health Services  
(DSHS)  
Sustainability Plan  
2005  
Annual Progress Report**

In response to Executive Order 02-03

**October 14, 2005**

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## DSHS Sustainability Team

Aging and Disability Services Administration (ASDA):  
 Health and Recovery Services Administration (HRSA):  
 Economic Services Administration (ESA):  
 Children's Administration (CA):  
 Juvenile Rehabilitation Administration (JRA):  
 Management Services Administration (MSA):

Mark Kelley  
 Manning Pellanda, Ken Rose, Rick Ramseth  
 Wanda Emmick  
 Jim Ruiz  
 Randy Sparks  
 Searetha Kelly  
*Co-chairs:* Nancy Deakins, Judy Johnson, Jim  
 Schnellman, Jonathan Sutter, Eleonore Price  
*Executive Sponsor:* Kathleen Brockman, CAO

Resource Staff: Christine Campbell, John Carrell, Rich Christian,  
 Chuck Cole, Dave Workman, and Irenne Hopman

Additional contact information can be found on the [Sustainable DSHS](#) web site.

## Executive Summary

This is the Annual Progress Report for fiscal year 2005, as required by the Governor's Executive Order 02-03, Sustainable Practices by State Agencies. Our report includes an assessment of the progress the Department of Social and Health Services (DSHS) is making in implementing the DSHS Sustainability Plan.

The department is committed to promoting and supporting the adoption of sustainable business practices both within the department and with our business partners, where possible. We are dedicated to improving the quality of life and promoting healthy environments for the communities in which we work and live.

In our Annual Progress Report, we present our goals, performance measures, progress, successes, barriers and challenges. In addition, we have included an update to our existing objectives, in response to Executive Order 05-01 and recent legislation.

DSHS developed its original DSHS Sustainability Plan in 2003, and we submitted our first Annual Progress Report in 2004. Since 2004, DSHS had achieved the following accomplishments:

- Administrative Policy 14.19, Sustainability in DSHS Workplaces : Implementation of DSHS policy to require completion of action plans and progress reports at all administration levels.
- The new Executive Order 05-01, Establishing Sustainability and Efficiency Goals for State Operations, was added to the agency's objectives as outlined in the DSHS Sustainability Plan. The new Engrossed Substitute Senate Bill 5509, High-Performance Public Buildings has also been addressed in the plan.
- Sharing Sustainability information with DSHS staff via the agency newsletter and with the Sustainable DSHS website.
- Included a goal for sustainability in the DSHS Strategic Plan.
- Refined performance measures and developed baselines for the objectives in the DSHS Sustainability Plan.
- Achieved success in our sustainability objectives, particularly in the areas of
  - increased use of environmentally friendly products (EFPs)
  - reduced paper consumption
  - reduced business miles driven

## DSHS Statistics

DSHS employs 18,861 staff and expends \$8 billion in providing services to 1.5 million clients each year. This represents one of every four residents in the state and two of every five children and youth. DSHS occupies 9.1 million square feet of space in 174 leased worksites and 22 owned residential facilities.

## Section I: DSHS Policy and Goals

### A. Sustainability Policy Statement

*The Department of Social and Health Services is committed to the Principles of Sustainability as described in Executive Orders 02-03, 04-01, and 05-01, and Engrossed Substitute Senate Bill 5509 for the needs of the present and future generations.*

*We are dedicated to improving the quality of life and promoting healthy environments for the communities in which we work and live.*

For the DSHS Sustainability Plan to be successful it must be owned by all levels of staff across all administrations. The agency-wide administrative policy on sustainability directs agency managers to participate in sustainability efforts by developing administration-specific plans and goals. The Administrative Policy 14.19, Sustainability in DSHS Workplaces, requires an action plan and annual progress report from each administration. The administrations' progress is included in the agency annual progress report, and each of the administrations' reports will be posted on the Sustainable DSHS website.

### Sustainability Value Statement

Reduce the environmental "footprint" of DSHS in the:

- Natural Environment
- Economic Environment
- Cultural Environment

### B. Long-Range Goals

1. Improve business practices to protect and enhance the environment.
2. Foster efficient use of resources so that all waste can be returned to productive uses.
3. Promote awareness of sustainable practices.

## Section II: Performance Outcomes

In 2003, DSHS established 12 objectives and numerous strategies and measures to begin to address and meet the long-range goals specified in Executive Order 02-03. In 2004, DSHS added three objectives, including one to address Executive Order 04-01, Persistent Toxic Chemicals. In 2005, objectives were revised to respond to Executive Order 05-01, Establishing Sustainability and Efficiency Goals for State Operations, and new legislation on high-performance buildings.

This section assesses and describes progress towards the 15 objectives in the DSHS Sustainability Plan, from July 1, 2004 to June 30, 2005.

## Objectives, Measures, Milestones

### 1. Environmentally Friendly Products (EFP)-Janitorial Services

*All janitorial services in owned or leased facilities will use environmentally friendly products (EFP) to the full extent allowable under health and safety regulations by 2009.*

- a. Quantitative Measure: Percent of worksites using EFPs
- b. Progress:
  - In 2005, DSHS began the process of transferring the management of janitorial contracts for leased facilities from DSHS to General Administration (GA).

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• ADSA reported 71 of 91 locations used environmentally friendly janitorial products, and 81 were encouraging the increased use of post consumer recycled <u>and</u> non-chlorine bleached janitorial paper products.</li> <li>• In early 2005, GA janitorial contract language required vendors to use EFPs to the fullest extent possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Older janitorial contracts don't contain specific requirements for using EFPs and are midway through their agreement term. DSHS has changed contract boilerplate language, eliminating this problem for new agreements.</li> <li>• Difficulty in finding information about EFPs in single source reference</li> <li>• Need to establish baselines on the number of offices and facilities that have janitorial services using EFPs</li> </ul>

### 2. Environmentally Friendly Products (EFP).

*Increase use of environmentally friendly products (EFP).*

- a. Quantitative Measure: Percent of EFP purchases to total purchases
- b. Progress:
  - Use of EFPs is 44.3 % of total central stores purchases agency-wide. This is a 4.3 % increase from last year.

Summary of Central Stores Purchases in past two years:

Fiscal Year	EFP (\$)	Total (\$)	EFP/Total (%)
2004	1,457,298	3,645,222	40.0%
2005	1,504,623	3,393,445	44.3%

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• ADSA reports all 91 locations purchased environmental cleaning products.</li> <li>• Sustainability is regularly reviewed by the purchasing and asset management system (TRACKS) User Group to increase purchasing options and product knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a perception that some "green" cleaning agents don't seem to work as well as the traditional products.</li> <li>• Existing non-EFP products need to be used up before purchasing EFP products.</li> <li>• 100% recycled paper costs more than 40% recycled</li> </ul>

### 3. Sustainable Design and Construction

*Increase use of sustainable design and construction practices in DSHS leased and owned facilities to meet requirements of executive orders and legislation. (Revised Objective in 2005)*

a. Quantitative Measures:

Leased Facilities:

Percent of new state leased buildings that incorporate sustainable design practices

DSHS-Owned Facilities (new measures identified in 2005)

Percent of capital projects at DSHS owned facilities incorporating LEED (Leadership in Energy and Environmental Design) and/or other sustainable design practices as required by law (ESSB 5509) and Executive Order 05-01

b. Progress:

- As this objective was recently rewritten to incorporate legislation passed in April 2005, we will be setting baselines in the next year.

Success Factors:	Barriers and Challenges:
<u>Leased Facilities</u> <ul style="list-style-type: none"><li>• GA included sustainable building elements in its standard specifications for leased facilities, on July 1, 2005.</li><li>• The newest leased facility being built for HRSA is 160,000 square feet and will be constructed "essentially equivalent" to an Energy Star Building.</li></ul> <u>DSHS-Owned Facilities</u> <ul style="list-style-type: none"><li>• We are participating with General Administration on the Affected Agencies Committee and the High Performance Buildings Advisory Committee, to develop a process and reporting system for sustainable design in projects.</li><li>• Two of the six GA/DSHS Team capital project managers are now LEED Accredited Professionals. The other four project managers will gain this status in the next year.</li></ul>	<ul style="list-style-type: none"><li>• Developers are less receptive for LEED standards on remodels due to concern about cost of upgrades, especially for older buildings. Owners of older buildings have expressed concern about being able to be competitive with newer buildings.</li><li>• Design and construction schedules need to allow time for full implementation of LEED credits and ratings.</li><li>• Increased costs for capital projects are expected in the 07-09 biennium to address sustainable design requirements.</li><li>• Level of awareness by decision makers of the importance of meeting LEED standards and the economic advantages related to potential operating cost pay-back.</li></ul>

### 4. Paper Consumption

*Reduce paper consumption.*

a. Quantitative Measure: Amount of paper purchased, percent reduced from 2003 baseline

b. Progress:

- Reduction of 16% towards the 30% reduction required by 2009.

### Central Stores Purchases

<b>Fiscal Year</b>	<b># Reams</b>	<b># Reams Reduced from Baseline</b>
2003	386,675	0 (Baseline year)
2004	325,351	61,324
2005	321,491	65,184

<b>Success Factors:</b>	<b>Barriers and Challenges:</b>
<ul style="list-style-type: none"> <li>Several administrations reported an increased use in double-sided printing and copying, implementation of imaging systems and a reduction in the use of paper.</li> <li>Coordination with the State Printer verified their ability to use only chlorine-free recycled paper and non-toxic printing processes and inks for printing jobs.</li> </ul>	<ul style="list-style-type: none"> <li>Hard to change people's habits and perceived need for hard copies rather than keeping documents in electronic format</li> <li>Availability of funds to procure double-sided print capable printers and associated staff education for using duplex copier and printing functions</li> </ul>

## 5. Grounds Maintenance Operations

*Increase use of environmentally friendly practices in grounds maintenance operations. (Revised in 2004 from 2003 plan)*

- Quantitative Measures:  
Different approaches were developed by each administration with DSHS-owned facilities. Some planned to measure quantities of environmentally friendly grounds maintenance products while some planned to measure quantities of harmful chemicals.
- Progress
  - Awareness of the need to have consistent measures

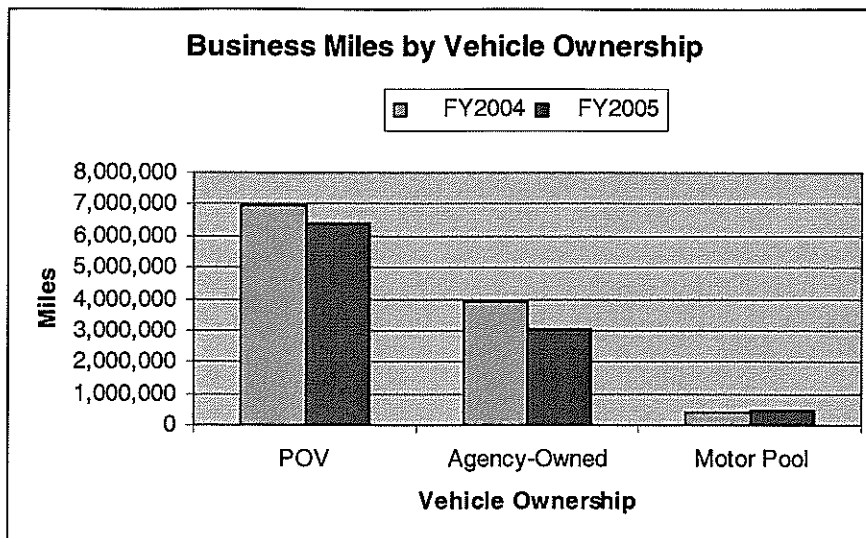
<b>Success Factors:</b>	<b>Barriers and Challenges:</b>
<ul style="list-style-type: none"> <li>All five ADSA institutions for the developmentally disabled reported using some environmentally friendly grounds maintenance practices. Four of the five institutions also have composting programs.</li> <li>HRSA is currently phasing out non-friendly weed control.</li> </ul>	<ul style="list-style-type: none"> <li>Finding source for biodegradable or non-toxic products that are effective in treating aggressive or invasive plants and pests.</li> <li>Lack of clear identification and reference lists comparing EFP and non-EFP products</li> <li>Inconsistency of goals and measures across the administrations makes it difficult to report at the agency level. More education and development of consistent goals for all administrations is needed.</li> </ul>

## 6. Fleets & Transportation

*Increase use of fuel-efficient products and practices.*

- Quantitative Measure: Number of miles driven and Average miles per gallon for owned fleet
- Progress:
  - 12% reduction (1,332,846 miles) in total miles driven since last year.





<b>Number of miles driven</b>	<b>FY2004</b>	<b>FY2005</b>
Agency-owned vehicles	3,931,415	3,072,990 miles
Motor-pool vehicles	415,140	481,907 miles
Privately-owned vehicles	6,942,337	6,401,149 miles
<b>Total miles driven</b>	<b>11,288,892</b>	<b>9,956,046 miles</b>

Average miles per gallon (MPG) for agency-owned fleet

The 2005 average MPG for the DSHS fleet was 20.92. This is essentially the same as our 2004 baseline of 20.9 MPG.

<b>Success Factors:</b>	<b>Barriers and Challenges:</b>
<ul style="list-style-type: none"> <li>The agency purchased 12 hybrid vehicles and 24 flex-fuel vehicles in FY2005.</li> <li>The agency is redesigning the fleet management database to provide better information on vehicle usage, repair, and replacement.</li> <li>DSHS Fleet Management Plan was submitted in Sept. 2005.</li> </ul>	<ul style="list-style-type: none"> <li>Limited funding is available to replace an aging fleet (pre-1996) with more fuel-efficient vehicles.</li> <li>Understanding changing fuel to B5 and B20</li> <li>Enforcing fuel-efficient rental car requests will be difficult.</li> </ul>

## 7. Commute Trip Reduction (CTR)

*Meet or exceed the Commute Trip Reduction (CTR) goal of 35% of the established baseline Single Occupancy Vehicle (SOV) by December 31, 2005, according to RCW 70.94.521-551.*

a. Quantitative Measures: CTR participation, # Worksites that meet/exceed CTR goal

b. Progress:

- 3 affected worksites have met the CTR goal. Successful sites were Capitol Hill Community Service Office, Lakeland Village and Yakima Valley School, both residential facilities for clients with developmentally disabilities. Unique factors have likely contributed to these successes. Lakeland Village and Yakima Valley School both have strict restrictions on parking for staff at the site. Capitol Hill Community Service Office is located in a densely

populated urban setting and has good transit access. The other reporting DSHS affected worksites remain close to the same reduction level of 10-13% from their baseline rate.

- **CTR Participation:** There are 54 total affected worksites of which 50 were required to complete a CTR Survey Report Executive Summary this year. From these 50 sites, 34 completed the survey providing an overall response rate of 63%. (70% is the minimum response requirement.)

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• DSHS recognized by the Federal Environmental Protection Agency with designation of "Best Workplaces for Commuters" in 2005.</li> <li>• Numerous CTR promotional events were held and DSHS had the largest participation rate among state agencies during the April CTR promotional campaign.</li> <li>• Rick Bowell, Employee Transportation Coordinator, Lakeland Village, honored by Spokane County Transportation Demand Office for the worksite's outstanding achievement in commute reduction.</li> <li>• Gasoline price increases will reduce SOV use.</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent turnover in site Employee Transportation Coordinators creates inconsistency with program implementation.</li> <li>• Multi-agency and governmental leadership of the program challenges coordination and timely communication.</li> <li>• Significant growth of DSHS CTR affected worksites from the initial 23 sites in 1993 to 54 sites causes strain on administrative and budgetary program management. Two more sites are in the process of becoming affected sites.</li> <li>• Incomplete worksite survey participation and inadequate employee response rate to survey.</li> </ul>

## 8. Energy Efficiency

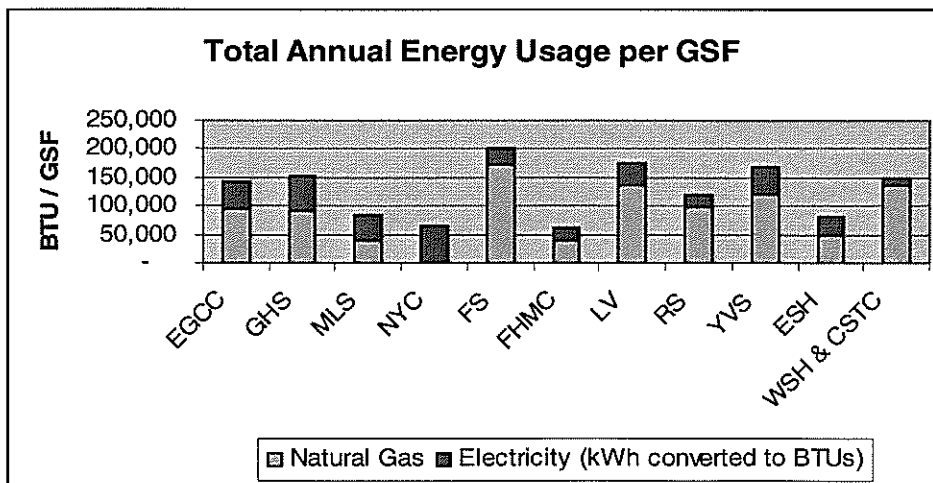
*Increase use of energy-efficient products and practices.*

### a. Quantitative Measures:

- Energy Usage/Consumption (kWh & BTUs)
- Percentage of owned and leased facilities that have undergone Energy Services Company (ESCO)-type audits

### b. Progress:

- Energy Usage/Consumption: The data sources used in the 2003 & 2004 reports will not be used for the 2005 Sustainability Update because of data inconsistencies. We are establishing new baseline data for DSHS-owned facilities in this report using FY2005 data. The chart below displays energy usage in British Thermal Units (BTUs) and compares it on a per gross square foot basis.



- Energy Audits: 100% of the required investment grade energy audits at our owned facilities have been completed. (RCW 35.39C.020 (Laws of 2001) requires each state agency and school district to undertake an energy audit and implement cost-effective conservation measures, as set forth in Chapter 43.19 RCW.) There is only one leased facility known to have undergone an ESCO-type audit recently, but more are planned.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• In FY 2005, two more ESCO projects were completed: <ul style="list-style-type: none"> <li>➢ <u>Frances Haddon Morgan Center</u>, projected 30% savings in elec. &amp; natural gas.</li> <li>➢ <u>Naselle Youth Camp</u>, an all-electric facility, achieved savings of 844,000 kWh.</li> </ul> </li> <li>• ESCO Projects in progress: <ul style="list-style-type: none"> <li>➢ Rainier School, Western State Hospital, Maple Lane School, JRA Group Homes (Oakridge, Parke Creek, Ridgeview, Twin Rivers and Woodinville)</li> </ul> </li> <li>• Utility financial incentives reduced loan obligations to State Treasurer for all ESCO projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Some energy audit recommendations cannot be implemented because projected payback periods exceed allowable loan terms with State Treasurer.</li> <li>• Some energy conservation measures do not generate payback in a reasonable timeframe for inclusion in energy loans and require capital dollars to complete.</li> <li>• Facility lease language needs to change to require landlords to conduct energy audits and provide true energy consumption data to their tenants.</li> <li>• Determining how best to collect energy consumption data from a variety of facilities at 196 locations and from FY2003.</li> </ul>

## 9. Salvage, Reuse and Recycling

*Increase use of programs for salvage, reuse and recycling to include paper, aluminum cans, plastic, cardboard, glass, and laptop batteries.*

- Quantitative Measure: Number of sites with recycling programs
- Progress:
  - Many of the administrations have aggressive recycling program goals for paper and cardboard. Some of the institutional facilities have specific goals when it comes to their facilities' materials. People are becoming aware that there are more things to recycle than paper and cardboard.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• The Child Study Treatment Center's Hilly Cottage demolition project diverted 85% of the debris from the landfill by using salvage and recycling methods. 671 tons of concrete, brick, and asphalt materials were diverted.</li> <li>• Many staff demonstrate a personal commitment to recycling.</li> <li>• More offices are recycling toner cartridges as awareness levels rise.</li> </ul>	<ul style="list-style-type: none"> <li>• Many locations don't have a disposal system for (non-paper) recycled or salvaged goods</li> <li>• Some items require special handling requirements (i.e. shredding documents, fluorescent tubes)</li> <li>• Maintenance issues while waiting for pick-up of materials</li> <li>• Cost or perceived cost</li> </ul>

## 10. Water consumption and Re-use

*Reduce water consumption and increase water re-use.*

- a. Quantitative Measure: Annual water usage at DSHS-owned facilities
- b. Progress:
  - Administrations had incomplete data reporting on water consumption and their goals are inconsistent across the agency. Data will come from administration plans in 2006 (for agency-owned facilities only). Some administrations, such as HRSA, are purchasing drought resistant plants and developing water re-use plans.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"><li>• Beginning July 1, 2005, ADSA began collecting baseline data on water usage for FY 05 and will be measuring their institutional usage from this point forward.</li><li>• In ADSA, 3 institutions participated in water conservation training during FY 05.</li><li>• HRSA (MHD) is planning on implementing practices to capture water run-off to re-use for watering/irrigation of plants and lawns as well as buying drought resistant plants.</li></ul>	<ul style="list-style-type: none"><li>• Replacement of existing equipment and addition of metering to isolate systems is costly.</li><li>• Lack of education in water conservation practices</li><li>• Additional education required of project managers</li><li>• Few appropriate water conservation training programs for educating affected staff</li><li>• Not all wells have meters for recording water usage.</li><li>• Staff time and resources to monitor and develop tracking systems</li></ul>

## 11. Staff Education

*Educate all DSHS staff by September 1, 2005 regarding Executive Order 02-03, the DSHS Sustainability Plan, and other sustainable practices.*

- a. Quantitative Measure: Dissemination of Plan and establishment of website
- b. Progress:
  - The Sustainable DSHS website was updated with new legislative directives, Executive Orders, and agency guidelines.
  - *Inside DSHS*, the weekly online newsletter to DSHS employees, continued to feature sustainability articles.
  - Each administration developed action plans on the 15 agency objectives and shared that information with staff.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"><li>• Staff at one building complex celebrated Earth Day with product displays and information on sustainability measures.</li><li>• Administrations have begun training staff on sustainability issues.</li><li>• Some administrations have created their own sustainability websites that they use to inform staff regarding sustainability issues.</li></ul>	<ul style="list-style-type: none"><li>• Easy access to the Sustainability Plan is difficult at certain worksites where staff do not have computer access.</li><li>• It is difficult to change the culture of how things have been done in the past.</li><li>• Available information is sometimes technical and ever changing. Staff need information to be ongoing and made easy to understand and apply.</li><li>• Staff may not have a vision about how sustainability affects their daily work.</li></ul>

## 12. Wellness Programs

*Establish wellness programs.*

- a. Quantitative Measure: Number of offices providing wellness activities
- b. Progress:
  - The DSHS Wellness policy has not yet been finalized. Each administration has been responsible for reporting their wellness programs or activities as independent activities.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"><li>• A wellness policy is being written to allow all staff to participate in wellness activities.</li><li>• ADSA has a PowerPoint presentation on their website.</li><li>• DASA has a proactive and responsive ergonomic program for its employees.</li><li>• Heart-healthy patient food programs have been established in some HRSA facilities.</li><li>• A wellness center was incorporated into a Spokane office remodel/new lease.</li></ul>	<ul style="list-style-type: none"><li>• Confusion about what is a wellness activity.</li><li>• Different opinions on liability issues &amp; contracting issues with wellness providers.</li><li>• Staff time and money to purchase supplies, bulletin boards, and other wellness related activities in some offices.</li><li>• Wellness topics need to be applicable to a large number of staff and not to a select few.</li><li>• Some staff do not have time or motivation to participate in any wellness activity.</li></ul>

## 13. Toxic Chemicals

*Reduce use of toxic chemicals (both in end-products and in product manufacturing.)*

- a. Quantitative Measure: To be determined
- b. Progress:
  - The Department of Ecology is defining the rule for Persistent Bioaccumulative Toxins (PBTs). This will be an item for local plans to measure, track, and set baselines.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"><li>• GA identifies Environmentally Friendly Products (EFPs) on its purchasing website.</li></ul>	<ul style="list-style-type: none"><li>• GA's current definition of EFPs does not include manufacturing processes in its rating criteria for EFPs.</li></ul>

## 14. Space Utilization

*Improve efficiency of space use.*

- a. Quantitative Measures:
  - Create policies, development standards, guidelines, and criteria for use, closure, and management of DSHS-owned buildings and land.
  - Percent of all DSHS leased facilities that meet the established space standards (currently 200 sq. ft. per occupant in offices over 10,000 sq. ft., 215 in offices under 10,000 sq. ft.)

b. Progress

DSHS acknowledges that an inefficient use of space impacts its resources and has begun work on this new goal since 2004.

- Established work group to develop and implement policies, guidelines and criteria.
- Developed draft Process and Classification System for Identifying Surplus Lands. Implementing process at institution campuses.
- Developing building assessment tool and process. Using at institution campuses.
- Developed forms and process to evaluate and approve space use and lease requests for buildings and/or land.
- Set GMAP targets on leased facilities.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• Leased Facilities Strategic Planning: Two of six leased facilities regional 5-year strategic plans have been completed and two are in process.</li> <li>• The first region strategic plan increases the number of collocated DSHS sites in Region 1 from nine to 13. It also increases the number of DSHS tenants in existing collocated sites by two. Finally, this plan reduces the number of DSHS leaseholds by three.</li> </ul>	<ul style="list-style-type: none"> <li>• A large, organizationally complex group of stakeholders at the institutions and leased facilities, many having different work functions and needs.</li> </ul>

## 15. Virgin Paper

*Reduce use of virgin paper.*

a. Quantitative Measure: Amount of virgin paper purchased as a percentage of total paper purchased.

b. Progress

- Amount of virgin paper purchased was 23.7% of total paper purchased. This is a reduction from the 2003 baseline of 27%.

Success Factors:	Barriers and Challenges:
<ul style="list-style-type: none"> <li>• The agency purchased 9,225 fewer reams of virgin paper.</li> <li>• Beginning awareness of paper types and options.</li> </ul>	<ul style="list-style-type: none"> <li>• The alternative paper is more expensive than virgin paper.</li> <li>• There were 112 locations that purchased virgin paper. Justification reporting will be emphasized more in the year to come.</li> </ul>

## Section III: Communication and Education

Ongoing communication of the DSHS Sustainability Plan is reflected in Objective 11 in Section II of this report.

## Section IV. Statewide Performance Measures

The following information was specifically requested in Executive Order 05-01, from all state agencies.

### A. *Annual Petroleum Use, Vehicle Miles Traveled, and # & Type of State-Owned Vehicles*

#### Annual Petroleum Use

- A reduction of 41,073 gallons or 22%.

<u>Type of Fuel</u>	<u>FY2004 (Gallons)</u>	<u>FY 2005</u>
Unleaded	176,976	137,272
Unleaded Plus	4,897	4,049
Unleaded Super	2,338	1,793
Diesel	3,670	2,976
Alt. Fuel (GASOHOL)	225	943
<b>TOTAL .....</b>	<b>188,106</b>	<b>147,033 Gallons</b>

Number of Miles Traveled: (See also Section II. Objective 6 of the report.)

- A reduction of 1,332,846 miles or 12%.

<u>Number of miles driven</u>	<u>FY2004 (miles)</u>	<u>FY2005</u>
Agency-owned vehicles	3,931,415	3,072,990
Motor-pool vehicles	415,140	481,907
Privately-owned vehicles	6,942,337	6,401,149
<b>Total miles driven</b>	<b>11,288,892</b>	<b>9,956,046 miles</b>

Number and Type of State-Owned Vehicles: (See Attachment A)

### B. *Number of Exception Purchases of 4-wheel drive SUV's Made*

One – there was only one exception purchase in FY2005. Exceptions were not required before January 2005.

### C. *Amount and Type of Office Paper and Janitorial Paper Products Purchased*

#### Amount and Type of Office Paper

- A reduction of 16% towards the 30% required in 2009 by Executive Order 05-01.
- DSHS did not track specific recycled content or chlorine-free EFP/recycled paper purchases in FY2005, however plans to in FY2006.

For fiscal year 2005, quantities of paper purchased are based on purchases from Central Stores, Office of State Procurement, which provides the majority of our paper. (Some DSHS institutions purchased paper from a hospital-only purchasing cooperative, and some programs purchase paper locally in emergency situations.)

(Reams, % of total)

<u>Paper Purchased</u>	<u>FY2003</u>	<u>FY2004</u>	<u>FY2005</u>
Virgin paper	106,212 (27.5%)	87,485 (27%)	76,260 (23.7%)
EFP/recycled	280,463	236,534 (73%)	245,231 (76.3%)
<b>Total</b>	<b>386,675</b>	<b>324,019</b>	<b>321,491 reams</b>

Amount of Janitorial Paper Products

➤ **99% of janitorial paper products purchased are Environmentally Friendly**

<u>Environmentally Friendly Products</u>	<u>Quantity</u>	<u>\$ Spent</u>
Toilet Tissue	4,080	143,572
Toilet Seat Covers	543	19,602
Paper Towels	14,102	227,677
Tissue	41,341	20,552
<b>Total Friendly</b>	<b>60,066</b>	<b>\$411,404</b>

Non-Environmentally Friendly Products

Toilet Tissue	1	27
Paper Towel	56	2,547
<b>Total Non-Friendly</b>	<b>57</b>	<b>\$ 2,574</b>

**Total Janitorial Paper Products                      60,123                      \$413,978**

***D. Quantity of Office Paper Recycled***

We do not have total quantity of office paper recycled for the agency as we found varying degrees of difficulty in capturing this data. For the DSHS headquarters building, Office Building 2, on the Capital Campus, General Administration (GA) manages the recycling services as part of the lease. We learned that GA does not track the recycling services by building, therefore we have no quantities. Other locations report that the recycling services are charged by the container and not by weight. DSHS will explore how best to measure, meet, and report the requirement for recycling 100% office paper recycling.

***E. Justification for Virgin Office Paper Purchased***

Within DSHS, 112 locations purchased virgin paper for various reasons. Some reported justifications for purchases included:

- There is a need for high clarity of graphics for printing.
- Recycled paper jammed in the older printers and copiers.

<b>Section V. New or Updated Goals and Objectives</b>
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DSHS has updated Objective 3 to: *Increase use of sustainable design and construction practices in DSHS leased and owned facilities to meet requirements of executive orders and legislation.*



## Attachment A: Number and Type of State-Owned Vehicles

Vehicle Model Year	Vehicle Type				
	Heavy Duty Truck	Light Duty Truck	Sedan	Sedan Hybrid	Truck 4X4
1961	1				
1962		1			
1968	1	3			
1969	3				
1970	1				
1971		1			
1972	1	2			
1973		1			
1974		2			
1975	1				
1976	2				
1977		1			
1978	2	7			
1979	1	5			1
1980	4	2			
1981	3	3			
1982	2	10	1		
1983		3	4		
1984		15	2		
1985	3	9	1		
1986	3	19	2		
1987	1	18	3		
1988	1	13	1		1
1989	2	13	1		1
1990	1	29	4		
1991	1	34	17		
1992	12	25	15		
1993	2	20	7		
1994	4	28	12		1
1995	1	22	20		
1996	1	21	22		
1997	1	25	36		5
1998	7	27	32		
1999	1	24	39		11
2000		13	24		8
2001	1	14	16		6
2002	4	29	17	1	3
2003	4	7	13		5
2004	2	22	26	8	2
2005	2	13	28	9	3
<b>Grand Total</b>	<b>76</b>	<b>481</b>	<b>343</b>	<b>18</b>	<b>47</b>
<b>Total Vehicles</b>	<b>965</b>				